Part-time Grants and Database Administrator

Roles & Responsibilities

Grants and Database Administrator (GDA) position consists of two primary responsibilities essential to the strategic functioning of Sheltering Wings: coordination of grants and database administration. The GDA is expected to uphold the vision, mission, and guiding principles of Sheltering Wings.

Qualifications

Required

• Bachelor’s Degree or 1-2 years grant and database experience
• Must have well developed communication, presentation, and people skills
• Knowledge of and ability to perform routine office/clerical duties including typing, data entry, record keeping using personal computers, and applicable database and word processing applications
• Experience working with donor management systems, preferably Raisers Edge NXT
• Full commitment and dedication to the mission statement of Sheltering Wings, indicated by signing Statement of Faith

Preferred but not Required

• Previous experience in office administration
• Previous experience working with government grants

Please send a cover letter and resume to Amy O’Hearn, Operations Manager, at aohearn@shelteringwings.org.